



**KING COUNTY**  
**CORRECTIONS OFFICER**  
**DEPARTMENT OF ADULT AND JUVENILE DETENTION (DAJD)**

Hourly Rate Range: \$19.60 - \$28.24 (2006 Rates)  
Job Announcement No.: 06RF5821 (Amended 02/08/06)  
Open: February 1, 2006      Close: Open Continuous

**WHO MAY APPLY:** This recruitment is open to the general public.

**WHERE TO APPLY:** Mail required forms and materials to: **Department of Adult and Juvenile Detention, Attn: Human Resources, King County Correctional Facility, 500 5th Ave, Seattle, WA 98104.** Materials may also be dropped off at: DAJD Admin. Offices, King County Courthouse, 516 - 3<sup>rd</sup> Ave., Room E-245, Seattle, WA. Contact (206) 296-4114 for further inquiries. **PLEASE NOTE: Applications not received at the locations specified above may not be processed.**

**FORMS AND MATERIALS REQUIRED:** 1) The official [King County Application for Employment](#); 2) King County Applicant Data Sheet; 3) DAJD Applicant Questionnaire; and, 4) DAJD Background Investigation Screening form. **Failure to submit all required forms and materials will prohibit further consideration.**

**WORK LOCATION:** Work assignments may be at the King County Correctional Facility in Downtown Seattle OR the Regional Justice Center in Kent.

**WORK SCHEDULE:** Positions work an approximate 40-hour work week and are overtime eligible. Must be available to work varied shifts which include days, swing, graveyard, holidays, weekends and mandatory overtime.

**ESSENTIAL JOB DUTIES INCLUDE:** Operate jail on a 24-hour, 7 days per week basis. Incumbents work assigned shifts, including weekends and holidays, with varying days off. Must be able to work mandatory overtime. Incumbents are responsible for booking, releasing, and security work within the County jail facilities and Work Release Unit.

1. Receive inmates into custody; input personal data on the computer. Sign off warrants, search inmates.
2. Record personal data on required logs and files. Check computer for outstanding warrants.
3. Enforce rules and jail regulations according to standard operating procedures and applicable state statutes.
4. Instruct inmates on jail regulations and procedures.
5. Respond to emergency situations and use physical restraints and physical force when necessary.
6. Summon medical attention for inmates on an emergency basis.
7. Assume responsibility for movement of inmates within assigned area of jails.
8. Assign and direct work of inmate workers and other inmates in the cleaning and maintenance of jail areas.
9. Oversee activities of inmates, including recreation, educational classes, visitation time, and counseling interviews with attorneys, social workers, and other authorized personnel.
10. Operate control room; monitor closed circuit television cameras of jail and control all entrances, doors, and gates within the jail. Watch for potentially dangerous situations and other inappropriate jail conditions.
11. Answer phone calls and relate approved information concerning inmates to relatives, attorneys, probation and police officers, and others.
12. Coordinate with district, superior, municipal, and federal courts to ensure that inmates appear as scheduled for trial.
13. Operate a motor vehicle to escort and transport inmates to courts and other facilities or institutions.
14. Collect and distribute inmate commissary requests, as required.
15. Release inmates according to standard operating procedures and established procedures for release, such as posting bond, payment of bail, and personal recognizance, as authorized by the courts.
16. Process and maintain commitments according to established procedures.
17. Write reports concerning any problem, observation or emergency situations or occurrences within the jail.
18. Restrain inmates and use force, including deadly force within prescribed policies, procedures and local, state and federal laws.

**MINIMUM QUALIFICATIONS:** Twenty-one years of age *plus* a high school diploma or GED. Must possess a valid Washington State Driver's License by the time of employment.

Candidates must submit all required forms and documents. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed to the testing process. Use or involvement with any illegal drugs and/or criminal convictions in an Adult Criminal Court within the time limits indicated on the DAJD Applicant Questionnaire will prohibit further consideration. Please note additional information regarding the selection and qualification process on the following pages.

**NOTE:** If you have failed the Dept. of Adult & Juvenile Detention's background investigation process within the past two years, your application will not be considered at this time.

**UNION MEMBERSHIP:** Positions in this classification are represented by the King County Corrections Guild.  
Class Code: 1404

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE  
FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

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**Selection Process:**

Candidates selected for this position must submit all required forms and materials, and successfully complete each of the following:

- ✓ **Applicant Screening;**
- ✓ **Written examination;**
- ✓ **Physical pre-qualification process;**
- ✓ **A thorough background investigation, including, but not limited to: A polygraph examination, psychological testing/evaluation, and physical examination [pre-employment physical]).**

Candidates must also successfully pass a physical ability test administered by the Washington State Criminal Justice Training Center (WSCJTC) and complete the four-week Corrections Officer Academy, a three-week orientation, six weeks assigned to a Field Training Officer, and a one-year probationary period. All candidates must be able to participate in rigorous physical training at the academy and must be able to work with inmates in physical situations. Additional details regarding the selection process are outlined below.

**Selection Process Overview:**

- Applications will be screened to determine if candidates meet the minimum requirements and conditions for employment as outlined in the announcement. Those who meet the initial requirements will be scheduled for orientation and testing.
- Candidates who pass the written examination will proceed to the DAJD physical pre-qualification process.

**DAJD Physical Pre-Qualification:**

Effective with the 2006 Corrections Officer (CO) and Detention Officer (DO) recruitment, CO/DO candidates who pass the initial written examination will be required to successfully complete a physical pre-qualification process administered by the Dept. of Adult & Juvenile Detention (DAJD).

Candidates will be required to submit a release/waiver completed by their personal physician or health care provider certifying that they are physically fit to participate in the physical pre-qualification process as outlined below. Additional information regarding the physical pre-qualification process and the required forms will be provided by DAJD.

The physical pre-qualification process will include the following components:

- Push-Ups (Complete 19 push-ups within one [1] minute)
- Sit-Ups (Complete 15 sit-ups within one [1] minute)
- 1.5 Mile Run (Complete a 1.5 mile run within 17:17 minutes)

The physical requirement standards are gender and age neutral. The standard is set to test any person's physical ability regardless of gender or age and all elements are completed in the same manner (i.e. all candidates complete straight-knee push-ups)

The DAJD physical pre-qualification process will be based on the Washington State Criminal Justice Training Center's (WSCJTC) Physical Ability Test (PAT). Additional information regarding the WSCJTC requirements can be found at:

<https://fortress.wa.gov/cjtc/www/corrections/pat.htm>

This website includes full details regarding the PAT, as well as information regarding how to prepare for the PAT. Individuals should consult their health care provider before beginning a physical exercise program.

- Conditional offers of employment will be issued only to CO/DO candidates' who pass the written examination, **AND** the physical pre-qualification process. Those who are issued conditional offers will proceed to the background investigation phase. Additional information regarding the background investigation process will be provided at the DAJD Orientation/Testing.

Questions regarding the application and selection process may be directed to DAJD Human Resources at 206-296-4114.



# KC Department of Adult & Juvenile Detention

## APPLICANT QUESTIONNAIRE

Name:  
(print)

Date:

Position:

**CORRECTIONS OFFICER**

Announcement #

**06RF5821**

- |   |
|---|
| <p>▪ Have you applied for a job with the King County Department of Adult and Juvenile Detention within the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|

In addition to the general application requirements listed in "Forms and Materials Required", candidates for employment with DAJD must also complete this **Applicant Questionnaire**. These forms will be screened to determine eligibility to be considered. Please answer the following employment related questions and background questions. Please answer carefully. **All answers will be verified in the course of the required background investigation and polygraph examination.**

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the background investigation screening questionnaire will not necessarily exclude you from employment. However, if you are later found to have provided dishonest responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the bottom of the questionnaire.

**POSITION REQUIREMENTS:** Minimum requirements and conditions for DAJD positions vary, please note "Minimum Qualifications" listed on the position announcement. Responses to the following items will be screened to determine if you meet the minimum qualifications, position requirements, and/or conditions for the position you are applying for:

▪ Do you have a high school diploma or G.E.D.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Will you be age 21 or older by the date this announcement closes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Do you possess a valid Washington State Driver's License or can you obtain one by the date of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to work at any facility location (Seattle or Kent) or any hours/shift, including days, swing, graveyard, weekends and holidays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Corrections Officer and Detention Officer Candidates</b> must pass a physical ability test (PAT) administered at the Washington State Criminal Justice Training Center. The PAT requirement includes the ability to do 19 push-ups within one minute, 15 sit-ups within one minute, and, a timed 1.5 mile run. Candidates will also be required to successfully complete a pre-qualification based on the described PAT before proceeding to the background investigation process.</p>		
▪ Are you able to meet the PAT requirements as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to complete the DAJD physical pre-qualification process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>All candidates for employment with DAJD must undergo a thorough background investigation process.</b> This process includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed in the "Background Investigation Screening" questionnaire.</p>		
▪ Are you willing to undergo a background investigation process as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo psychological testing and evaluation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a pre-employment medical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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**KC Department of Adult & Juvenile Detention**  
**BACKGROUND INVESTIGATION SCREENING FORM**

**BACKGROUND INVESTIGATION SCREENING:** Response to the following items will be screened to determine if you meet the background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. **Use or involvement with any illegal drugs and/or criminal convictions in an Adult Criminal Court within the time limits listed on this questionnaire will prohibit further consideration.**

1. <b>Have you been convicted of a felony in an adult criminal court in the last ten years?</b> (Note: you must indicate "yes" if you were EVER convicted even if the charges were later dismissed, expunged, deferred, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. <b>Have you been convicted of a misdemeanor offense in the last three years?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. <b>Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. <b>Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years?</b> (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. <b>Have you used marijuana in the last three years?</b> (This includes using even once or experimenting.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.		
6. <b>Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years?</b> (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. <b>Have you illegally used any other controlled substance or other illegal drugs/narcotics (listed in question 6 above) within the last seven years?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. <b>Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. <b>Have you ever been terminated or resigned in lieu of termination from another criminal justice agency?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. <b>Have you ever been convicted of domestic violence or related offenses involving physical violence?</b> (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. <b>Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. <b>Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please use this space to explain, expand or qualify your response(s) to any of the above questions, attach additional sheets if needed:

I certify that the above information is truthful and accurate and understand that this information will be verified in the course of the required background investigation process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_